

Internal Consultancy Action Plan

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Consultancy Action Plan Proposal

Introduction

This document outlines the action plan for the internal consultancy project aimed at [briefly describe the purpose].

Objectives

- Objective 1: [Detail]
- Objective 2: [Detail]
- Objective 3: [Detail]

Action Items

1. [Action Item 1] - Responsible: [Name]
2. [Action Item 2] - Responsible: [Name]
3. [Action Item 3] - Responsible: [Name]

Timeline

The following timeline outlines when each action item will be undertaken:

- [Action Item 1] - [Start Date to End Date]
- [Action Item 2] - [Start Date to End Date]
- [Action Item 3] - [Start Date to End Date]

Resources Required

[Detail the resources needed for the execution of the action plan.]

Conclusion

We believe that the completion of this action plan will significantly [state expected outcome].
We look forward to your feedback and support.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]